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18 May 1966

NOTE FOR: Executive Officer/DDS&T

SUBJECT : Suggested Format for Inter-Directorate Briefings

1. The DD/S&T briefings of the other Directorates will follow a general format but, naturally, will vary according to the specific interests of the Directorates, their security clearances and need-to-know.
2. In discussing the matter with other Directorate representatives, I have learned that there is a genuine desire on their part to know generally how we operate, which involves a brief organizational discourse identifying the various Offices of the Directorate and their main tasks. This would include identifying the personnel who run these Offices, as well. Their next area of concern is how we fit in with the operation of the Agency and to a certain extent, how we operate internally. DD/P, for example, is very much interested in this approach and would like us to stress how DD/P can be of greater support to DD/S&T requirements.
3. Thus, the DD/S&T briefing will attempt to provide the above information, identify the personalities involved, relate ourselves to other Directorates and to the mission of the Agency, and to the Community; then Bud can provide them with his blueprint for future DD/S&T operations and areas of concern.

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4. It is recommended that Bud carry the burden of the briefing but that the Office Heads have the opportunity to give a general, but brief, run down on their activities at some point. This form has its limitations as we learned from experience in the Midcareer Course. Perhaps our Panel approach might do the trick at the end of each session.

5. DD/P has advised me that they plan to brief us as follows:

- a. Brief introduction by Des Fitzgerald
- b. Background presentation (15-20 Min) by Tom Karamessines
- c. A speaker (not identified) related to technical collection activities
- d. TSD will discuss areas where DD/S&T may provide more assistance.

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6. [ ] mentioned that throughout the presentation DD/P will stress requirements on DD/S&T. Incidentally, you might bear this in mind when TSD is being briefed by DD/S&T. Quite accidentally, this quid-pro-quo exchange whereby TSD briefed Dr. Wheelon and our return briefing of them falls within this pattern of Inter-Directorate togetherness.

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